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~~CONFIDENTIAL~~

17 March 1953

RECIPIENTS FOR: Assistant Deputy Director, Administration (Enc)
 General Counsel
 Comptroller
 Assistant Director (Personnel)
 Auditor-In-Chief
 Chief, Procurement and Supply Office
 Chief, Medical Staff
 Chief, General Services Office

SUBJECT: Project Administrative Plans

1. It is imperative that the preparation and coordination of administrative plans for projects under the provisions of Section 9.4, Confidential Funds Regulations, be accomplished within the Deputy Director (Administration) organization with the least possible delays. Therefore, it has been directed that representatives sent from the Deputy Director (Administration) components to committees on the preparation of such plans must have authority to act for their offices; that is, they must be able to incur in behalf of their offices in the completed plan as developed prior to presentation to the Deputy Director (Enc) for approval. This requirement is not intended to preclude referral to the heads of the offices concerned of an issue which the representative does not feel competent to settle. However, such consultation should be accomplished while the administrative plan is under development and not after the draft plan is completed.

2. It is requested that this Office be notified in writing of the names of the persons (and alternate) designated to represent your offices in the capacity referred to in the foregoing paragraph. Your designation should reach this Office not later than 30 March 1953.

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 L. K. WALTER
 Assistant Deputy Director
 (Administration)

SA/DOA:DK:Jeb

cc: DD/A chrono
 subject "PROJECTS--Administrative Planning"

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